Assigning Permission
(Triand System Administrators only)

District Triand System Administrators have the responsibility and capability to grant access to determine the level of access for users in their district based on their role.

To assign access to a user, click "Friends" in the Navigation menu.

Use the search features to find the person you wish to grant permissions.
Tip: if you don't get the expected result, try to broaden your search criteria (i.e. use last name only, school name, etc.)

Once you locate your friend, click the "Make a Friend" button to add them to your friends list and assign permissions.

A box will appear for you to choose the appropriate access for the user.

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There are 3 areas in Triand which you can assign access:

- Curriculum – lesson plans & resources
- Tests, Items & Reports (Tests & Items not used by the state of Arkansas)
- Student Records

Sharing with your friend Kelly

Kelly can view your curriculum. ▼

Kelly can view your tests, items and reports. ▼

Kelly cannot view your records. ▼

Save! - or - Cancel

Using the drop down menus, assign the level of permission for each appropriate area.

- can view [area] – allows the user to view items in the designated area in read only mode
- can share [area] – allows the user to view items in the designated area and share with their friends
- cannot view [area] – prevents user from viewing items in the designated area or sharing with their friends

Note: The Student Records area controls what type of access a user will have to student records in their school, district and/or state.

Options for the Student Records area are:

- Cannot view your records
- Can view your records for his/her classes
- Can view your records for his/her [School listed in user profile]
- Can view and send records for [State listed in user profile]

Use the following chart to determine what access to give your users, based on their role:

Teachers (positions with students associated; must be scheduled & have email address in APSCN)	Counselors or Registrars (positions that require statewide access to student records)	Principals & Assistant Principals	Other School or District Positions
• Curriculum – view • Tests, Items & Reports - cannot view • Student Records – view for his/her classes	• Curriculum - view • Tests, Items & Reports - cannot view • Student Records – view and send records for state	• Curriculum - view • Tests, Items & Reports - cannot view • Student Records – view for his/her school	• Curriculum - view • Tests, Items & Reports - cannot view • Student Records – view for his/her school/district

Once permissions are set appropriately, click the "Save!" button. Email notification will be sent to the user indicating that you have changed his/her access privileges.

To view users that you have granted access for, use the search function to "Find someone who is already my friend".
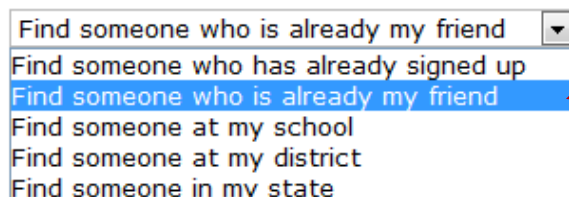
Your friends will appear with a description of permissions they have been given by you. Click on the text to make any changes.

Note: Permission is set up by Triand hierarchy, so users who are not set up as a Triand System Administrator <u>will not</u> be able to grant permissions to other users by following these steps.

For Superintendents or Triand Administrators, an email must be sent to ade.triand@arkansas.gov to request the appropriate permission.